

## TOWN OF COLCHESTER

### JOB DESCRIPTION

**Position:** Parks Maintenance Working Foreman

**Reports to:** Parks Supervisor

**Department:** Parks & Recreation

**Classification:** Non-Exempt

**Pay Grade:** 8

**Job Function:** Supervises seasonal personnel under the direction of the Parks Manager and performs daily general maintenance of all Town parks, recreation areas and municipal grounds.

#### **Essential Functions:**

- Assists Parks Manager in planning jobs; determine manpower needs, material and equipment requirements, work schedules and assign qualified employees.
- Provide direct supervision of all maintenance personnel, as well as inspect work in progress.
- Assumes Park Manager's responsibilities in his absence.
- Performs mowing, fertilization, tree trimming, leaf removal and other related turf maintenance to all Town parks and grounds.
- Performs snow removal in Town parks and municipal grounds when needed.
- Performs general repair and maintenance to recreational facilities such as baseball and soccer fields, tennis and basketball courts, recreational paths, beach areas and playground equipment.
- Performs general cleaning activities within Town parks including regular trash removal, pest removal and insect removal.
- Operates a variety of motorized mowing equipment, tractors, light duty trucks, chainsaws and other motorized hand tools as a variety of non-motorized hand tools.
- Works outdoors in all weather conditions. Overtime duties are occasionally required.
- Responsible for the safe and efficient operation, as well as, operator level maintenance of all equipment assigned.
- Provide and supervise on the job training, safety policies and safety training.
- Assist Recreation Department in the coordination and support of recreational events.
- Performs all other duties as assigned by Parks Manager, Assistant Director and Director.
- This position may require "call outs" for snow removal or maintenance issues in the parks or municipal grounds.

#### **Knowledge, Skills, and Abilities:**

- High School Diploma
- Minimum of two years' experience in park management, landscaping, facility management, or a related field.
- Demonstrates technical and leadership ability.

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- Excellent organizational and time management skills.
- Ability to work independently.
- Ability to direct the work activities of a work crew and lead by example.
- Ability to perform moderately strenuous duties under varying weather conditions for long hours.
- Ability to plan jobs in the area of assignment two weeks in advance and arrange required materials and equipment.
- Ability to learn departmental and Town policies and administrative procedures.
- Ability to prioritize maintenance and repair work when unforeseen circumstances arise and reschedule plans for maximum use of staff time, materials and equipment.
- Knowledge of administrative and supervisory practices, and the ability to provide required written reports and documentation.
- Must have valid driver's license.

### Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Ability to Move Distances	<input checked="" type="checkbox"/> Lifting (specify)
<input checked="" type="checkbox"/> Color Perception	Within and Between	50 Pounds
<input checked="" type="checkbox"/> Hearing/Listening	Facilities/Offices	<input checked="" type="checkbox"/> Carrying (specify)
<input checked="" type="checkbox"/> Clear Speech	<input checked="" type="checkbox"/> Climbing	50 Pounds
<input checked="" type="checkbox"/> Touching	<input checked="" type="checkbox"/> Ability to Mount and	<input checked="" type="checkbox"/> Driving (local/over
<input checked="" type="checkbox"/> Dexterity	Dismount Equipment	the road)
<input checked="" type="checkbox"/> Hand	<input checked="" type="checkbox"/> Pushing/Pulling	Other _____
<input checked="" type="checkbox"/> Finger	<input checked="" type="checkbox"/> Typing	_____
<input checked="" type="checkbox"/> Standing		_____
<input checked="" type="checkbox"/> Sitting		

### Mental Reasoning Requirements:

<input checked="" type="checkbox"/> Reading - Simple	<input checked="" type="checkbox"/> Writing-Complex	<input checked="" type="checkbox"/> Analysis/Comprehension
<input checked="" type="checkbox"/> Reading – Complex	<input type="checkbox"/> Clerical	<input checked="" type="checkbox"/> Judgment/Decision Making
<input checked="" type="checkbox"/> Writing – Simple	<input checked="" type="checkbox"/> Basic Math Skills	<input checked="" type="checkbox"/> Stress

### Work Environment:

<input type="checkbox"/> Shift Work	<input checked="" type="checkbox"/> Outside	<input checked="" type="checkbox"/> Pressurized Equipment
<input checked="" type="checkbox"/> Works Alone	<input checked="" type="checkbox"/> Extreme Heat	<input checked="" type="checkbox"/> Moving Objects
<input checked="" type="checkbox"/> Works with Others	<input checked="" type="checkbox"/> Extreme Cold	<input checked="" type="checkbox"/> High Places
<input checked="" type="checkbox"/> Verbal Contact w/Others	<input checked="" type="checkbox"/> Noise	<input checked="" type="checkbox"/> Fumes/Odors
<input checked="" type="checkbox"/> Face-to-Face Contact	<input checked="" type="checkbox"/> Mechanical Equipment	<input checked="" type="checkbox"/> Hazardous Materials
<input checked="" type="checkbox"/> Inside	<input checked="" type="checkbox"/> Electrical Equipment	<input checked="" type="checkbox"/> Dirt Dust

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**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified.

**Approvals:**

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_ **Date:** \_\_\_\_\_